

Learning Enrichment Assistant



**LORETO
COLLEGE**

Marryatville, South Australia

www.loreto.sa.edu.au

Role:	Learning Enrichment Assistant
Terms:	Permanent – 37.5 hours per week 39 weeks per year
Commencement Date:	19 January 2027
Classification:	Education Support Officer Curriculum Stream Grade 3 Year 1
Responsible to:	Leader of Diverse Learning

About Loreto

The Mission Statement for Loreto Schools of Australia states:

A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.

It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.

This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.

Position Overview

The Learning Enrichment Assistant plays an important role in supporting the Learning Enrichment team to deliver targeted learning support across both the Junior and Senior School. The role contributes to the creation of an inclusive and engaging learning environment that enables each student to maximise her learning outcomes and achieve her full potential.

The Learning Enrichment Assistant supports the holistic development of every student, fostering growth academically, socially, emotionally, and spiritually. Through personalised support and positive relationships, the role helps students develop confidence, independence, and a sense of belonging within the school community.

The Learning Enrichment Assistant reports directly to the Leader of Diverse Learning R-12 and undertakes the responsibilities outlined below.

Key Responsibilities

Learning Enrichment Support

- Support students with learning enrichment programs (both small group and individual) through student withdrawal or in-class support.
- Support students where English is an additional language.
- Provide support in implementing programs to address the special learning difficulties of individual students in literacy and numeracy.
- Strive to establish positive, supportive relationships which empower students to access literacy and numeracy support and establish ongoing communication with their parents.
- Help students develop self-concepts within their program of literacy/numeracy support.
- Be responsive to the differing learning styles of students who require literacy/numeracy support.
- Support the development of learning activities that are effective and interesting to students who require literacy/numeracy support.
- Support teachers with students in their classes who receive literacy/numeracy support.
- Have a thorough knowledge of subject matters to enable the course objectives to be taught.
- Promote a trusting and caring approach within the classroom.
- Maintain an interest in the welfare of students and promote the wellbeing of students.
- Attend student review meetings, when required.
- Engage in reflective reviews with your Line Manager.
- Demonstrate commitment to your own ongoing professional learning.

Mission, Ethos, and Professional Conduct

- Embody and promote the Loreto mission, values and the charism of Mary Ward in all aspects of College life.
- Actively support the Catholic ethos through participation in prayer, retreats, social justice initiatives, and service activities.
- Model Christian values of integrity, respect, and compassion in all interactions with students, staff, and families.
- Maintain confidentiality and uphold the highest professional standards within the College and wider community.
- Manage information and communication responsibly, in accordance with College policies including Privacy and Responsible Use of Technology.

- Publicly support and uphold the College's policies, strategic plans, and professional standards, including the Safeguarding Children and Young People Code of Conduct.
- Undertake any other duties as directed by the Principal.

Personal and Professional Qualities

- Demonstrated planning, organisation and time management skills
- Excellent interpersonal skills underpinned by the Loreto values
- Demonstrated ability to deal with sensitive information in a professional and confident manner.
- Certificate IV in Education Support or relevant qualification is highly desirable.

Work Health and Safety

Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury, and pain or discomfort following a work-related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

Reference: Catholic Safety, Health Welfare South Australian, (12) v1

Annual Review

An Annual Review is undertaken with your line manager to provide feedback and discussion for professional growth.

APPROVAL

Job Description Approved

.....
Print Name

.....
Signature Principal or Delegate

.....
Date

.....
Print Name

.....
Signature Staff Member

.....
Date

August 2026

Applications

Applications for the position of Learning Enrichment Assistant should be addressed to:

Ms Kylie McCullah
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

Terms and Conditions

- Certificate IV in Education Support or relevant qualification.
- Approved first aid, emergency asthma and anaphylaxis management training
- Responding to Risk of Harm, Abuse and Neglect – Education and Care certificate
- All applicants will be required to undergo a Working with Children Check and Catholic police clearance. Please attach any relevant certificates to your application.

Included with your application

Please provide copies of the following documents:

- Covering letter addressing the key areas of responsibility outlined in the role description
- Your Curriculum Vitae
- The names, addresses and full contact details (including email address) of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date:

Applications close at 9.00 am on Wednesday, 2 September 2026